







$$\frac{H}{H_0}$$

| TASKS | | | CATEGORIES |
|---|---|---|------------|
| FOLDER LIST | X | Subject | |
| Click Here To Add A New Task | | | |
| <input type="checkbox"/> Outlook Today--(Mailbox) | | Categories: Toner Low (1 Item, 1 Unread) | |
| | | Printer CLJ 8500 @ Building 12D - Toner Low | |
| | | Categories: General (25 Items) | |
| | | Categories: Administration (36 Items) | |
| | | Categories: Legal (20 Items) | |
| | | Categories: General (25 Items) | Legal |
| | | Categories: Administration (36 Items) | Legal |
| | | Categories: Legal (20 Items) | Legal |

72

72

| TASK | | | | | | | | | | | | | | | |
|---|--------|------|---------|------|---|--------|---|--------|---|-------|---|---------|---|------|---|
| File | | Edit | | View | | Insert | | Format | | Tools | | Actions | | Help | |
| ✓ | Accept | ✕ | Decline | ✂ | 📄 | 📁 | 📧 | 📧 | 📧 | 📧 | 📧 | 📧 | 📧 | 📧 | 📧 |
| <div> <div>Task</div> <div>Details</div> </div> | | | | | | | | | | | | | | | |
| <input type="radio"/> Assigned By Printer CLJ 8500 @ Building 12D On 3/16/00 4:56PM | | | | | | | | | | | | | | | |
| Subject: Printer CLJ 8500 @ Building 12D - Toner Low | | | | | | | | | | | | | | | |
| Due Date: None | | | | | | | | | | | | | | | |
| Status: Not Started | | | | | | | | | | | | | | | |
| Priority: Normal | | | | | | | | | | | | | | | |
| %Complete: 0% | | | | | | | | | | | | | | | |
| Owner: Fliegel, Fritz (Fritco, ex1) | | | | | | | | | | | | | | | |

| TASK | | | | | | | | | |
|---|--|------|--|------------------------------------|--|-------------|--|---|--|
| File Edit View Insert Format Tools Actions Help | | | | | | | | | |
| <div> <input checked="" type="checkbox"/> Accept <input checked="" type="checkbox"/> Decline <input checked="" type="checkbox"/> % <input checked="" type="checkbox"/> Assign Task <input checked="" type="checkbox"/> X <input checked="" type="checkbox"/> </div> | | | | | | | | | |
| Task Details | | | | | | | | | |
| <input type="radio"/> This Message Has Not Been Sent. Assigned By Printer CLJ 8500 @ Building 12D On 3/16/00 4:56PM. | | | | | | | | | |
| To... | | | | | | | | | |
| Subject: Printer CLJ 8500 @ Building 12D - Toner Low | | | | | | | | | |
| <input checked="" type="checkbox"/> Due Date: | | None | | <input type="checkbox"/> Status: | | Not Started | | <input type="checkbox"/> | |
| <input checked="" type="checkbox"/> Start Date: | | None | | <input type="checkbox"/> Priority: | | Normal | | <input type="checkbox"/> % Complete: 0% | |
| 78 <input checked="" type="checkbox"/> Keep An Updated Copy Of This Task On My Task List <input checked="" type="checkbox"/> Send Me A Status Report When This Task Is Complete | | | | | | | | | |
| 80 | | | | | | | | | |